



*Elmley Dray
School*

Flexible Working Policy

Aims

This policy aims to:

- Support a flexible working environment and process.
- Set out the process for how staff can apply for flexible working arrangements and appeal a decision.
- Support our school's efforts to promote staff's health and wellbeing.

Legislation and guidance

This policy meets the requirements of:

- Employment Rights Act 2025 (and 1996).
- Employment Relations (Flexible Working) Act 2023.
- Equality Act 2010.
- It also reflects the updated 2026 Acas Code of Practice on requests for flexible working.

Our Approach to Flexible Working

Elmley Dray School is open to flexible working and the benefits it provides. We recognise that offering flexible working has the potential to:

- Improve staff's work-life balance and help them manage their work around other responsibilities.
- Reduce staff stress and have a positive impact on wellbeing.
- Raise morale and improve staff motivation, performance, and productivity.
- Reduce staff absence and help improve retention.
- Allow us to recruit from a wider pool of talent.

Scope and Eligibility

Eligibility

This policy applies to all staff employed by our school, including part-time employees. It does not apply to agency staff or self-employed contractors.

Staff members have a "Day One" statutory right to request a flexible working arrangement. Staff may make a maximum of two statutory requests in any 12-month period.

Inclusive Application

This policy applies to all employees regardless of their current leave status. This includes staff who are:

- On maternity, paternity, adoption, or shared parental leave.
- On long-term sick leave (where flexible working may be considered as a reasonable adjustment). The school recognises that flexible working is often a key tool in supporting a successful return to the workplace.

Types of Flexible Working Arrangements

Arrangements may include, but are not limited to: part-time working, job sharing, phased retirement, term-time working, working off-site (remote working), and varied hours (staggered starts/finishes or annualised hours).

The Request Process

Statutory Requests

Staff must make a statutory request in writing to the Headteacher. The request must include:

- The date of the application and a statement that it is a statutory request.
- The proposed changes and the desired start date.
- **Note:** Staff are **not** required to explain the potential effects of the change on the school or how those effects might be dealt with.

Considering Applications

Consultation and Timescale

- The school will respond to a request within two months, including the conclusion of any appeal.
- **Mandatory Consultation:** Before rejecting a request, the school must consult with the employee. A meeting will be held to discuss the proposal and explore alternative options if the original request cannot be authorised.

The Reasonableness Test

A request will only be rejected if it is reasonable to do so based on one or more of the following statutory business grounds:

1. Burden of additional costs.
2. Detrimental effect on quality of work/teaching.
3. Detrimental effect on performance.
4. Detrimental effect on ability to meet demand.
5. Inability to reorganise work among existing staff.
6. Inability to recruit new staff.
7. Insufficient work during proposed periods.
8. Planned structural changes.

Written rejections will include a full explanation of why the decision is considered reasonable in the specific circumstances.

Trial Period

Where an application is successful, it will be subject to a three-month trial period. This allows both the school and the staff member to assess the arrangement. A review meeting will be held at the end of the trial to decide whether to make the change permanent, adjust it, or revert to the original contract.

Appeals

Staff may appeal an unsuccessful application if they believe the decision was unreasonable or if procedures were not followed. Appeals must be submitted in writing to the Director within 5 working days of the decision. A final response will be provided within 14 calendar days of the appeal meeting.

Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, this policy will be approved by the Director/s.

Version control - Approval and review

Version No.	Reviewed By	Approved By	Approval Date	Main Change	Review Period
1	Emily Hollis	Hayley Furnell	September 2024	Initial policy approved	Annually
1.1	Emily Hollis	Hayley Furnell	August 2025	Annual review	Annually
2	Emily Hollis	Hayley Furnell	1 April 2026	Updated to reflect Employment's Rights Act	1 April 2026

				2025, effective April 2026	
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Hayley Furnell, Director,
on behalf of Elmley Dray School

Dated: 1 April 2026

Next review: 1 April 2027